

# 1. Grant Reimbursements

E-GMS allows grantees to submit invoices to the Washington Military Department for reimbursement. From the **Start Menu** click the applicable grant link-this takes you to the **Grant Menu** page as displayed in Figure 19. To begin the process of requesting reimbursement for grant expenses, select the appropriate **Grant Component** and due date from the drop down box under the section titled Invoice Vouchers. Next, click on the **Create** link. The Invoice Voucher/Payment Request page is displayed as below in Figure 23.

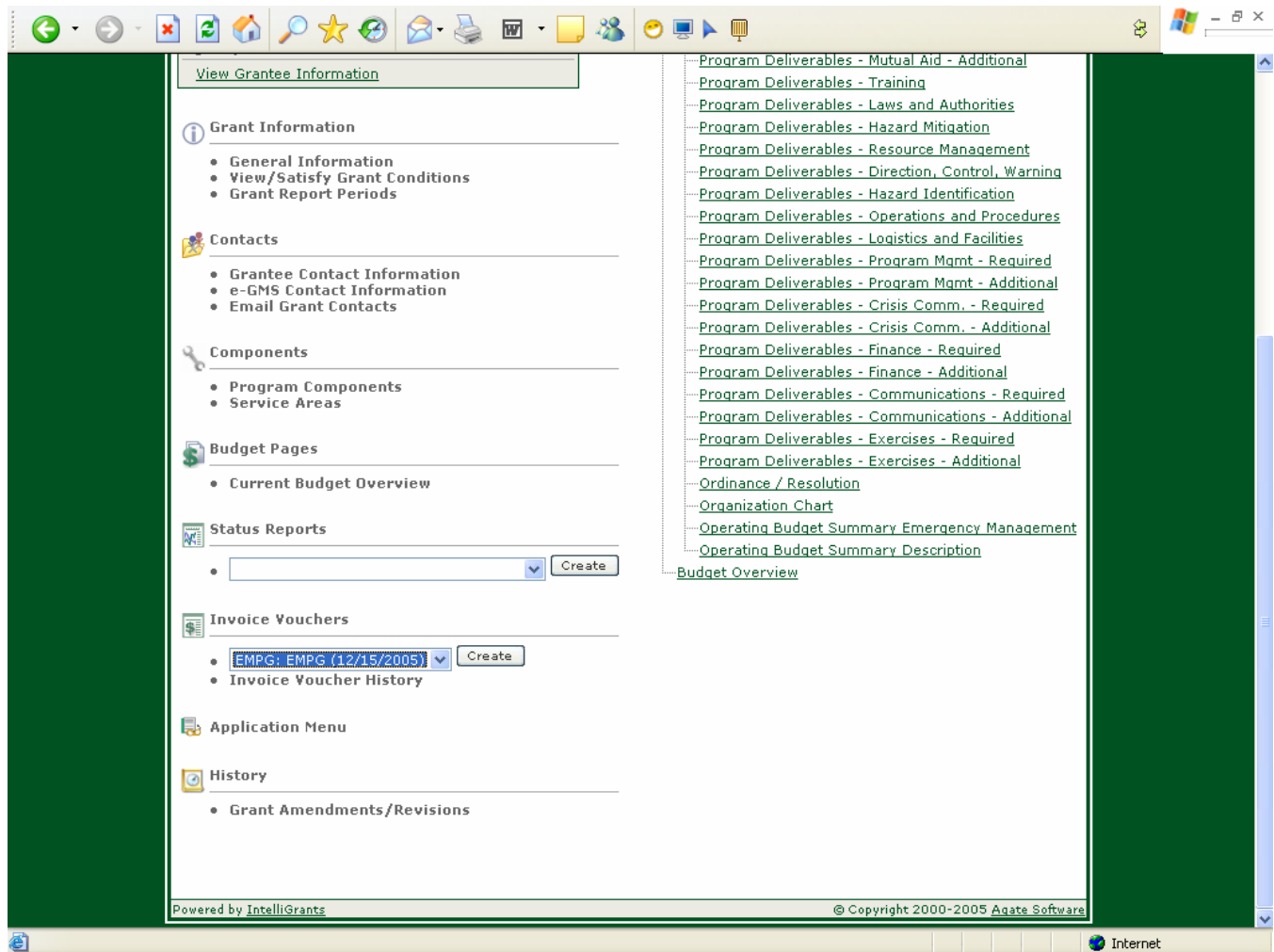


Figure 22

## 1.a. Invoice Voucher Detail

From the drop down boxes select:

- 1) State Award for the Budget Category,
- 2) Auto-calculated item for the Item,
- 3) State Award amount for the Budget Column,
- 4) Complete a description of the reimbursement if necessary, and
- 5) Input the amount you are requesting reimbursement for in the Amount field.

Click **Save** after completing all information on the Invoice Voucher tab.

The screenshot shows the e-GMS (Electronic Grant Management System) interface. At the top, the Military Department logo is on the left, and the Grant # (EMPG-2006-Applican-00-00-00-00209), Grantee (Applicant #1), Status (Award Executed), and Access Level (Grant Agency Officer) are on the right. Below this is a navigation bar with links: Start Menu, Agency Info, Grant Menu, User: Applicant #1 Tester, Help, and Logout. The main content area is titled "INVOICE VOUCHER/PAYMENT REQUEST" and includes a "Check for Errors" button. A dropdown menu shows "EMPG: EMPG - Invoice Voucher #: 1". There are three tabs: "Invoice Voucher Summary", "Invoice Voucher Detail" (which is active), and "Invoice Voucher Attachments". Under the "Invoice Voucher Detail" tab, there is a section "Add an A-19 Item" with a "Save" and "Cancel" button. This section contains fields for "Budget Category" (State Award), "Item" (Auto-calculated item), "Budget Column" (State Award: \$9,728.00), "Description" (with a character count of 00 of 1000 Characters), and "Amount". A legend indicates that an asterisk (\*) denotes a required field. Below this section is a box titled "Expenses incurred during the current report period" which states "No records found". At the bottom of the form, it says "Powered by IntelliGrants" and "© Copyright 2000-2005 Agate Software". The Windows taskbar at the bottom shows "Done" and "Internet".

Figure 23

## 1.b. Invoice Voucher Summary

Along with displaying grant related information, the **Invoice Summary** tab displays the total budget or contract amount, previously submitted expenses, remaining budget and current expenditures. Once all information is accurate, click the **Submit** button. A pop-up screen asks you to verify your password prior to submission. This ensures that invoice reimbursements are authorized by the appropriate individual in the agency. Only Agency Officers are allowed to submit **Reimbursement Requests** through e-GMS.

**Grant #:** EMPG-2006-Applican-00-00-00209  
**Grantee:** Applicant #1  
**Status:** Award Executed  
**Access Level:** Grant Agency Officer

User: Applicant #1 Tester    Help    Logout

[Back to Grant Menu](#)    **INVOICE VOUCHER/PAYMENT REQUEST**    [Check for Errors](#)

EMPG: EMPG - Invoice Voucher #: 1

**Invoice Voucher Summary**    Invoice Voucher Detail    Invoice Voucher Attachments

Submit    Edit    Delete    View PDF

Grant Information		Report Information	
<b>Grantee:</b>	Applicant #1	<b>Main Contact:</b>	Applicant #1 Tester
<b>Grant #:</b>	EMPG-2006-Applican-00-00-00209	<b>Request #:</b>	1
<b>Award Amount:</b>	\$9,728.00	<b>Final Billing:</b>	
<b>Term:</b>	10/1/2005 to 9/30/2006	<b>Status:</b>	Initiated
		<b>Current Billing Period:</b>	1/1/2005 to 12/31/2005
		<b>Invoice Number:</b>	001-

Comments to the Review Team from the Grantee:  
 No comments have been made.

BUDGET ITEMS	BUDGET TOTAL	PREVIOUS EXPENSES	BUDGET REMAINING	CURRENT PERIOD EXPENSES
State Award	\$9,728.00	\$0.00	\$9,728.00	\$1,000.00
<b>TOTALS</b>	<b>\$9,728.00</b>	<b>\$0.00</b>	<b>\$9,728.00</b>	<b>\$1,000.00</b>
Cash on Hand Remaining to Spend Down	\$0.00	Minus Cash on Hand to Spend Down	\$0.00	
<b>AWARD REMAINING</b>	<b>\$9,728.00</b>	<b>AMOUNT TO BE PAID</b>	<b>\$1,000.00</b>	

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http://demo.agatesoftware.com/WA\_MIL/ExpenditureReport\_Detail.asp?PID=87    Internet

Figure 24

## 1.c. Invoice Voucher Attachments

The Invoice Voucher Attachment page is used to upload the agency's file which shows the line item expenditure detail for the requested reimbursement amount. Click the **Add** button. This links you to the attachment page in Figure 26. Upload your file using the browse functionality as described in section 5.A.4.a.

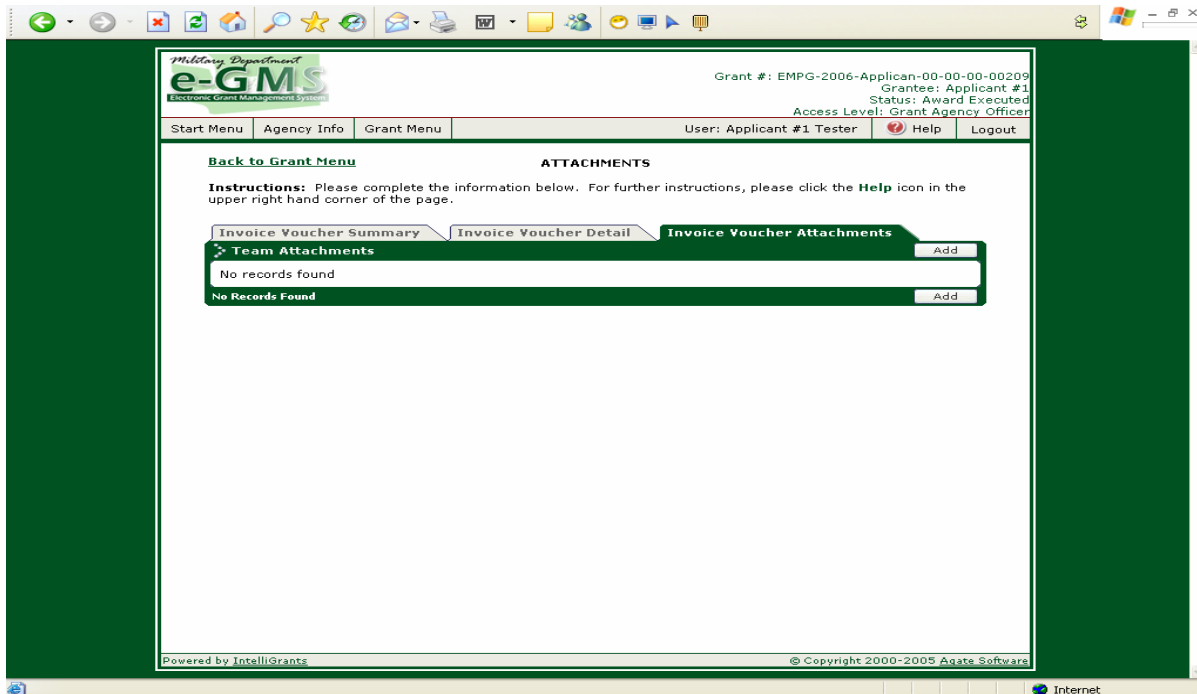


Figure 25

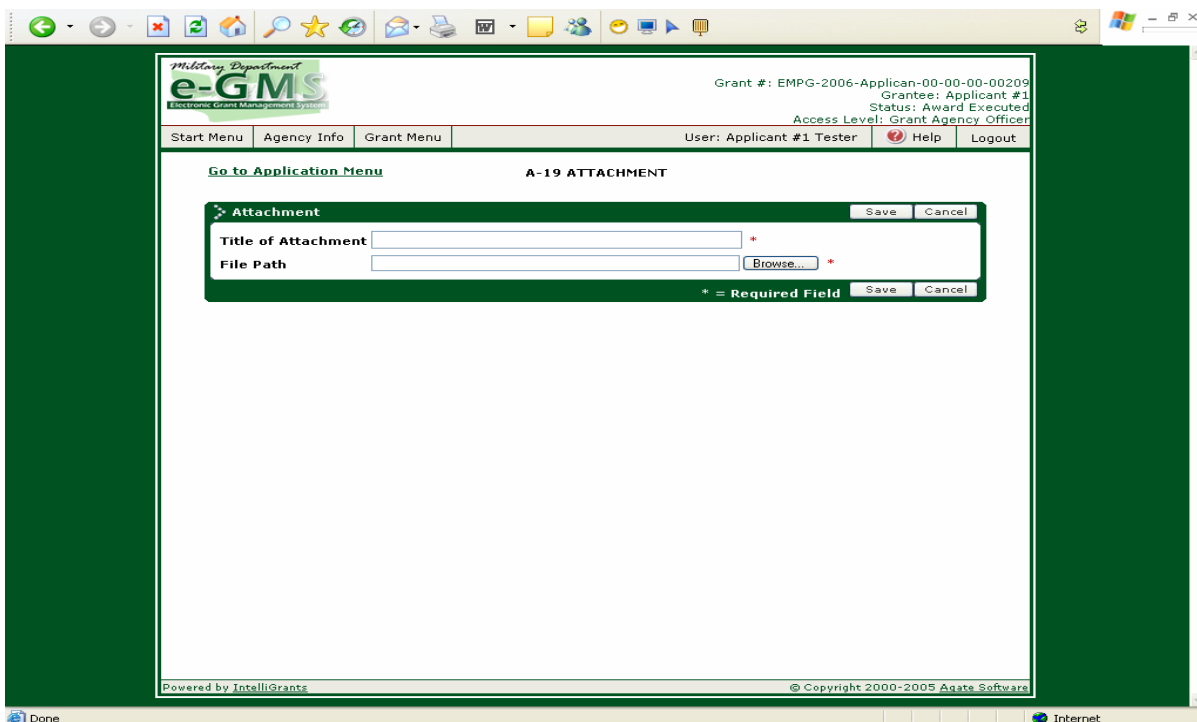


Figure 26

## 1.d. Checking the Status of Payments

To check the status of the payment, click on the **Invoice Voucher History** button on the main page. This link shows the date a payment is made to the agency.

You have now completed the training for managing your grant on e-GMS. Please submit any suggestions on the manual or system to either your Program manager or Janet Pool at 253-512-8420 or email Janet at [janet.pool@mil.wa.gov](mailto:janet.pool@mil.wa.gov).